



# SUPT IN-PROCESSING CHECKLIST

14<sup>th</sup> Student Squadron / DOA / Transition Flight  
166 Liberty Drive, Building 268, Suite 102  
Columbus AFB, MS 39710  
**COMM: 662-434-7618**



**DO NOT BEGIN UNTIL COVID T-RAT QUESTIONNAIRE IS COMPLETED**

NAME: \_\_\_\_\_ RANK: \_\_\_\_\_ DATE: \_\_\_\_\_

**Welcome to Columbus Air Force Base. The Transition Office will serve as your official sponsors, please come to us with any questions or concerns.**

- In-processing should take less than a week, barring administrative issues.
- Bring multiple copies of your orders everywhere.
- Read all FAQs, before starting. Good luck!

## **What can I do before showing up?**

1. Call the Unaccompanied Officer Quarters (UoQ) to set up housing (x7278).
2. Report to the Transition Office by your Report No Later Than Date (RNLTDD) between 0800 – 1700 (M –F).

## **Do I have to perform a Restriction of Movement (ROM) on arrival?**

Only if you are symptomatic or have a pending COVID test result.

Call the Transition Office (x7618) or the CAFB Med Group (x2273) for concerns.

## **How do I call numbers like “x1110”?**

Dial (662) 434-1110

## **When can I log onto a government computer?**

You must first be provisioned by the Transition Office. Generally within 24 hours of in-processing. If you cannot log in after 7 days, call the TMs.

Computers are located:

- 1.) The CAI Lab located in the OSS Building (bldg 230) on the east side.
- 2.) UoQ Commons (Bldg 972)

## **Do I have a casual job yet?**

If no one in the transition office has told you so, then probably not.

## **If I have a PPL, can I get a waiver to go to IFT?**

No. Any category or class of PPL or higher renders you exempt/ineligible for IFT.

## **Do you have my RIP?**

You'll have it in your email inbox as soon as we do. If you don't have it by 10 days before your start date, THEN you should come in and ask the TMs about it.

## **Know the standards for Honors (Reveille, etc), the Uniform/Grooming Standards, and Professional Relationships and Conduct**

- AFI 34-1201 - Chapter 8 – Customs and Courtesies
- AFI 26-2903 - Dress and Appearance
- AFI 36-2909 - Air Force Professional Relationships and Conduct
  - You can Google most AFIs

***\*See Page 20 for more FAQs\****

**☐ Transition Managers ————— 662-434-7618**

- The TMs will be your main point of contact. They will direct you to the Flight CCs as necessary.
- ***Answer and return any calls from these and any other CAFB number (ex. 662-434-xxxx)***

**CHAIN OF COMMAND - CONTACT IN THIS ORDER FOR EMERGENCIES ONLY**

- |   |   |
|---|---|
| 1. Assistant Transition Flight Commander<br>CAPT Tyler Laska              | 662-434-2680<br>(319) 360-5106<br>Tyler.Laska.1@us.af.mil             |
| 2. Transition Flight Commander<br>CAPT Gerald Luna                        | 662-434-2801<br>(305) 905-8832<br>Gerald.Luna.1@us.af.mil             |
| 3. DOA Assistant Director of Operations<br>MAJ David Gray                 | 662-434-3689<br>(720) 560-8859  |
| 4. 14 STUS First Sergeant (1 <sup>st</sup> Shirt)<br>MSgt Richard Hammett | 662-435-1714<br>(940) 642-4213  |
| 5. 14 <sup>th</sup> STUS Superintendent<br>MSgt Stephanie Tognotti        | 662-434-1984<br>(530) 621-3363  |
| 6. 14 <sup>th</sup> STUS Operations Officer<br>MAJ Jed Jenkins            | 662-435-7685<br><br>Jed.Jenkins.1@us.af.mil                           |
| 7. 14 <sup>th</sup> STUS Commander<br>LT COL Courtland Stanley            | <b>**LAST RESORT AFTER USING CHAIN OF COMMAND**</b><br>(919) 810-8774 |

*\*340 FTG Reservists only: Check in with Lt Col Paul Farlow **in person**. (Reserve Liaison Officer) ————— 662-434-1532*

If you find any incorrect/outdated information or other problems in this checklist,  
email your suggestions or discrepancies to [14STUS.Transition.Flight@us.af.mil](mailto:14STUS.Transition.Flight@us.af.mil).  
Thanks for helping us keep this packet current and useful.

Before starting your checklist, see Part 1b to see if there are any events happening on the day of your arrival.

**THIS PAGE IS A CONDENSED VERSION OF EVERYTHING WITHIN THE PACKET.**

**Part 1a: In-Person Tasks:**

- ☐ In-process - Transition Office
- ☐ Student Registrar / Bookstore
- ☐ Dorms / Housing
- ☐ MPF Customer Helpdesk
- ☐ Finance Customer Helpdesk
- ☐ TMO
- ☐ Military Clothing
- ☐ HARM Office

**Part 1b: One-Day Only Tasks:**

- ☐ Mondays  
1000: Education Center Briefing  
Bldg 916, across from UOQ (x2562)
- ☐ Tuesdays  
1000: Security Briefing  
Location: TBD on GroupMe

**Part 2: Medical:**

- ☐ TRICARE
- ☐ Beneficiary Services
- ☐ Schedule Optometry
- ☐ Flight Medicine
  - ☐ PHAQ
- ☐ Medical Records
- ☐ Immunizations
- ☐ Exceptional Family Member Plan (EFMP)

**Part 3: Electronic In-Processing**

- ☐ **Have provisions to use CAC**
  - ☐ MHS Emotional IQ Test
  - ☐ Publish Certificates in Outlook
  - ☐ Electronic In-Processing Email
    - ☐ About DTS
    - ☐ DTS 101
    - ☐ GTC Statement of Understanding
    - ☐ GTC 101 Certificate
    - ☐ DoD IAA CyberAwareness Certificate
    - ☐ Antiterrorism Level 1
    - ☐ Firearms Forms (If Applicable)
- ☐ **Air Force Portal**
  - ☐ Set up MyLearning Account
    - ☐ Do All Required CBTs
  - ☐ Update AFPAAS
  - ☐ Register for AtHoc
  - ☐ Register LeaveWeb
  - ☐ Update ARMS
  - ☐ Update vRED
  - ☐ Verify SURF
  - ☐ DTS

**INITIAL FLIGHT SCREENING**

**Part 4: Pre-IFT Tasks:**

- ☐ Medical – PHA / OPT / Records
- ☐ Individual Equipment Issue (IEU)
- ☐ Patches / Alterations
- ☐ Student Pilot Certificate Application
- ☐ DTS – Orders Submitted, Approved, Printed
- ☐ IFT RIP Signed & Returned
- ☐ 4392 Submitted
- ☐ IFT Registry

**Part 5: Post-IFT Tasks:**

- ☐ T-RAT
- ☐ Complete Voucher
- ☐ Update Student Registrar

## Part 1a: In-Person Tasks

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### DATE / Initials

#### \_\_\_\_ / \_\_\_\_ **Student Registration**

- ☐ Provide orders and fill out Inprocessing Paperwork with TMs
  - ☐ Receive your initial set of patches
  - ☐ Fill out order form for black leather nametag
- ☐ See Mr. Charles to be provisioned on government computer (x3357)
- ☐ See Mrs. Bonni to begin DTS setup (reference Part 3: DTS) (x2613)
- ☐ Inprocess with Bookstore / Registrar (x7641)

#### \_\_\_\_ / \_\_\_\_ **Dorms/Housing – UOQ, Bldg 972 (x7278): Open 0730-1615 M-F**

- ☐ **ALL** incoming students **MUST** see Ms. Kay Quinlan/Ms. Peggy Guenther for housing arrangements and BAH paperwork, whether you're living in the dorms, base housing, or off-base.

#### \_\_\_\_ / \_\_\_\_ **MPF Customer Helpdesk – MSG Bldg (x2626): Open 0800-1530 M-F (0930 on Thursday)**

- ☐ Inform front desk personnel that you are in-processing and you need to receive MPF customer briefing

**Note: These are held daily at 0800 (except Thursday).**

1. Already have a CAC?
  - a. Ask to have your CAC activated and certificates loaded
2. Need a CAC?
  - a. Bring two forms of photo ID and get your CAC issued after the briefing
3. Married?
  - a. Ask about amending orders from "single" to "accompanied"
  - b. Take spouse and documentation to update deers and obtain a dependent ID.
    - i. Marriage Certificate
    - ii. Birth Certificate
    - iii. SSN Card

#### \_\_\_\_ / \_\_\_\_ **Finance Helpdesk – MSG Bldg (x2705): 0800-1530 (\*Info Brief: Wednesday 0900\* )**

- ☐ \*Info brief held Wednesdays at 0900 in the OG Bldg Conference Room (Second floor across from Sim Desk) ;See GroupMe for Changes\*
- ☐ File PCS travel voucher and confirm existing entitlements
- ☐ Provide all appropriate receipts for moving expenses (mileage, hotels, etc)
  1. ROTC
    - a. Entitled an extra \$200 initial uniform allowance, on top of initial \$400.
      - i. DoD 7000.14-R, Volume 7A, Ch 30, Par 3003
  2. Married
    - a. Provide amended " Accompanied" orders to receive extra compensation (from MPF)
  3. Reserve / Guard
    - a. File through Unit

## IN-PROCESSING CHECKLIST

\_\_\_\_ / \_\_\_\_ **Traffic Management Office (TMO) – MSG Bldg, Rm 120 (x2567): Open 0730-1530 M-F**

- ☐ HHG Shipment: Check on the status of your shipment
- ☐ PPM / DITY Move: File your DITY paperwork. Bring the following:
  1. Contracts / receipts for rental equipment, materials, and expenses
    - a. Ex: Uhaul, Tolls, Packing Material, etc
  2. Empty AND full Weigh Tickets for all moving vehicles used.
- ☐ Reserve / Guard file through unit

\_\_\_\_ / \_\_\_\_ **Military Uniform**

- ☐ Ensure you have enough rank and patches for OCP / Flight Suit. See Dress and Appearance AFI 36-2903.
  - Buy flight suit ranks ASAP before/after arriving. BX stock is usually low.
  - *You will receive a flight suit 20 days out of IFT / UPT. No earlier.*

\_\_\_\_ / \_\_\_\_ **HARM Office (Prior Aircrew ONLY) – 14 OSS, Bldg 230, Rm 12 (x7531): Open 0730-1630 M-F**

- ☐ Prior Aircrew, including Nav, CSO, and WSO, turn in all flight records
  - *This **ONLY** applies to individuals who served as enlisted aircrew prior or in another rated career. If you aren't sure if this applies to you, this **does not** apply to you.*
- ☐ \*340 FTG Reservists Only – Your ARM Representative is SMSgt Jon Rousseaux.  
DSN 487-4147; you'll need to know his name on your class start date

## IN-PROCESSING CHECKLIST

### **Part 2: Medical In-Processing**

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#### **All located at Medical:**

**Bldg 1100 / Koritz Clinic; Open 0730-1615**

Closed 3<sup>rd</sup> Thursdays

#### **Follow these steps in order:**

\_\_\_\_ / \_\_\_\_ **TRICARE (\*DO THIS FIRST\*)**

☐ **\*MAKE SURE TO TELL TRICARE THAT YOU ARE ON FLYING STATUS\***

☐ Call Humana Military at **1-800-444-5445** to enroll yourself and any dependents in TRICARE Prime.

☐ Ensure insurance reflects correct beneficiary zone and that you and your family are properly registered.

**Please allow 30 minutes before attempting to book any appointments.**

*Note: Your dependents will have to be enrolled in DEERS (at MPF) in order to be enrolled for appropriate coverage.*

Primary Care Physician (PCM) Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

\_\_\_\_ / \_\_\_\_ **Beneficiary Services – at Family Health in the Clinic, Closed afternoon on 1<sup>st</sup> and 3<sup>rd</sup> Thurs**

☐ Register sponsor/dependents into the 14 MDG system

\_\_\_\_ / \_\_\_\_ **Optometry Clinic – 1<sup>st</sup> Floor, straight down the hallway to the right of the Pharmacy. Open 0730-1630.**

☐ If you are starting UPT less than 30 days out, please call the Optometry Clinic @ 434-2331 to schedule your exam.

☐ If you are starting UPT more than 30 days out or not assigned to a class yet, please call the Appointment Line @ 434-2273 and tell the appointment clerk that you need an “Annual Eye Exam”

*Note: You must notify Transition Flt/CC and Optometry if you have vision discrepancies from Medical Flight Screening (at Wright-Patterson). Failure to notify could create issues starting IFT/UPT.*

## IN-PROCESSING CHECKLIST

\_\_\_\_ / \_\_\_\_ **Flight Medicine – 1<sup>st</sup> Floor, Front Check-in Counter (x3427): Open 1400-1600 M-F**

**WAIT UNTIL YOU HAVE CAC ACCESS (See Part 3: Electronic In-Processing)**

- ☐ Access “My IMR” via the Air Force Portal
- ☐ Complete Periodic Health Assessment Questionnaire (PHAQ) **BEFORE REPORTING TO FLIGHT MEDICINE**

- *NOTE: If your PHAQ was completed at your last unit, call 434-1599*

- Flight Medicine will inform you of other pending requirements
  - Once all requirements are completed, a technician will contact you to book your Fly PHA (for UPT). If you have not heard from the clinic within 30 days from starting UPT, please call 434-1599.
  - **During your PHA, you will conduct ground trials for “Go/No Pills”. After taking the meds ensure you turn in the side effect report and see the doc to get cleared (RTF-Return to Fly).**

- ☐ **REQUIRED FOR IFT:** Request DD FM 2808

*Note: This is the report of your medical examination, and you need to have all (3-4) pages of it. You will be required to present this at IFT.*

- ☐ **PRIOR TO 30 DAYS OUT:** Complete All Below

- ☐ Schedule/Complete PHA
- ☐ Schedule/Complete Optometry
- ☐ MyIMR All Green
- ☐ Report any waivers to Capt Luna or Capt Laska (Do not report specific waiver just that it exists)

\_\_\_\_ / \_\_\_\_ **Medical Records – 1<sup>st</sup> Floor, Closed afternoon on 1<sup>st</sup> and 3<sup>rd</sup> Thurs**

- ☐ Register sponsor/dependents into the 14 MDG system

\_\_\_\_ / \_\_\_\_ **Immunizations – 1<sup>st</sup> Floor, front right of main lobby: Open 0730-1630 M-F**

- ☐ Take a number and wait for it to be called
- Note: Bring copy of ALL previous immunizations*

\_\_\_\_ / \_\_\_\_ **EFMP – 1<sup>st</sup> Floor, past Flight Medicine’s desk. Open 0715-1545**

- ☐ Call (662) 434-2115
- Note: All Active Duty members must in-process here whether or not you have dependents*

\_\_\_\_ / \_\_\_\_ **Dental Clinic--2nd floor (434-2250):**

- ☐ Bring 2 copies of orders
- ☐ Check in at dental clinic and bring military dental records, if available.
- ☐ Inform dental personnel of IFT / UPT dates, if applicable.

Appointment Date: \_\_\_\_\_ Time: \_\_\_\_\_

## IN-PROCESSING CHECKLIST

### **Part 3: Electronic In-Processing**

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**Begin the following section of the checklist as soon as you have a working CAC.**

**See the Transition Office for all computer login/email issues.**

#### **\_\_\_\_ / \_\_\_\_ LOGGING INTO A GOVERNMENT COMPUTER**

- a. Plug your CAC card into the CAC reader
  - i. Side of Laptop, Stand alone reader, or keyboard
- b. Initial Screen
  - i. DoD Notice and Consent Banner - Click OK
  - ii. Click "Other user" > "sign-in options" > Select DOD ID > Input PIN
- c. Home Screen
  - i. Allow banners to load and pop up
  - ii. First time login will be directed to MyLearning to complete mandatory training
    1. These CBTs must be completed within 48 hours of CAC Access
- d. Logging into the Air Force Portal
  - i. Type [my.af.mil](http://my.af.mil) in address bar OR search "Air Force Portal" using a web browser
    1. The AF Portal is a hub for all electronic member servicing

Purchasing a Common Access Card (CAC) reader for home use is highly recommended.

- a. You will not be able to read CAC encrypted emails from a private device
  - a. [Safe.apps.mil](http://Safe.apps.mil) can encrypt emails from a private device (without CAC)
- b. Log into the AF Portal on a government computer
  - i. Search "Getting Started with PKI" > Follow Instructions
  - b. Visit <https://militarycac.com> from your personal computer for set up
- c. Upon starting UPT you will be issued a Military Training Device (MTD – CAC enabled)

#### **\_\_\_\_ / \_\_\_\_ Publish Certificates to Outlook Global Address List (GAL) - for Windows 10**

NOTE: Only use Microsoft Explorer, not Microsoft Edge

1. Open Microsoft Outlook
  - a. File > Options > Trust Center > Trust Center Settings > E-Mail Security
  - b. Beside Default Settings click the Settings drop down box
    - i. If there is nothing in the Security Setting Name, type in your last name.
  - c. Under Signing Certificate > click the first certificate
  - d. Under Encryption Certificate > Select the first certificate > OK
  - e. Select publish to GAL (Under Digital IDs (Certificates) > OK > OK

#### **\_\_\_\_ / \_\_\_\_ MHS Emotional QI Test – [www.mhsAssessments.com](http://www.mhsAssessments.com)**

- ☐ Use the following to log on and complete the assessment:  
(Can be accomplished without a CAC card on a private browser)

**Username:** 5438-001-1      **Password:** sp

## IN-PROCESSING CHECKLIST

### \_\_\_\_ / \_\_\_\_ **Electronic In-Processing Documents**

- ☐ Request the In-processing email from the TM's if you have not already received it.
  - ☐ Follow the directions in the email and return the following documents **in one email** to 14STUS.Transition.Flight@us.af.mil
- ☐ If interested in keeping firearms ON BASE HOUSING also submit:
  - AF IMT 1314 and DD Form 2760

#### Actions Required:

1. Print, fill out, and sign
  - a. Forms expire in 72 hours after you sign them
2. Turn them in to the Executive Officers (OG Bldg 230, Rm 203b)
  - a. Be scheduled for the Commander's Firearm Brief
3. Turn in Commander's signed paperwork to Security Forces
4. Turn in completed copies to the TMs

### **ALL FOLLOWING SYSTEMS CAN FOUND IN THE AIR FORCED PORTAL (Use search bar)**

### \_\_\_\_ / \_\_\_\_ **MyLearning – Account setup (search in Air Force Portal)**


- ☐ Create MyLearning account
  - Top Right – Click Username
    - Verify Info
  - Complete **ALL** Computer Based Training (CBT) listed as “Due Now”
    - **DOD IAA CyberAwareness Challenge (Use the search bar to locate the training and enroll yourself)**
    - **Level 1 Antiterroism Training (located on <https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf>)**
    - **Controlled Unclassified Information (CUI) training course**

### \_\_\_\_ / \_\_\_\_ **Update Air Force Personnel Accountability and Assessment System (AFPAAS)**

- ☐ Log in to the system with your CAC, go to “my info” at the top, and update everything, including family members' information

Note: New AF Members may have to wait up to 90 days to complete this

### \_\_\_\_ / \_\_\_\_ **AtHoc In-Processing (Once you have a working @us.af.mil email address)**

- ☐ Ensure information is correct and up-to-date by following these instructions:
  1. Click the white  on the bottom right of your screen to show hidden icons
  2. Right click on the white planet with purple ring icon > left click “Access Self-Service”
    - a. Fill out all boxes with an \*
      - i. For phone numbers, select US flag
      - ii. Click save

### \_\_\_\_ / \_\_\_\_ **Verify LeaveWeb Info (Accessed through Air Force Portal)**

- ☐ Login to LeaveWeb and ensure that your “Unit” is 14STUDENTSQ – if not, change it
- ☐ Verify that your supervisor is Capt Gerald Luna. Backup is Capt Tyler Laska.

## **IN-PROCESSING CHECKLIST**

### **\_\_\_\_ / \_\_\_\_ Aviation Resource Management System (ARMS) – Active Duty Service Commitment (ADSC)**

- Wait until <30 days out from class start date
- Search “ARMS” in AF Portal and print your Active Duty Service Commitment.
  - If you cannot access your ADSC, get a copy from MPF

**ALL FOLLOWING SYSTEMS CAN BE FOUND WITHIN AF PORTAL > Search AFPC SECURE**

### **\_\_\_\_ / \_\_\_\_ Update vRED (Virtual Record of Emergency Data)**

**vRED is the system used to locate and communicate with members of your family for situations in which you are unable to communicate (Injury, death, MIA, or capture). It is IMPERATIVE that this is always up to date as it will serve as a form of “Last Will and Testaments” for your federal benefits.**

1. Once in AFPC.Secure > vMPF (Virtual Military Personnel File)
2. Select Self Service Action > Personal Data > Record of Emergency Data
  - a. Follow instructions
  - b. Addresses
    - i. Current address, not home of record
    - ii. UoQ - add building / room number
    - iii. On Base – Columbus AFB, MS
    - iv. Off Base – Columbus, MS
    - v. PO Box / Rural / County Road
      1. Provide directions from the closest main road in the “Remarks” section
  - c. Phone Numbers
    - i. Always include area codes
    - ii. Duty Phone is 662-434-7618
3. The Remarks section is also used to list extra death gratuity designations if needed
4. SELECT SAVE BEFORE SUBMIT
  - a. **\*\*Guard / Reserve MUST contact their unit to ensure completion**

### **\_\_\_\_ / \_\_\_\_ Verify SURF Info**

- ☐ Access Assignment Management System (AMS) and update information
  - Hover over “Personnel Information” and select “My Career Brief” from the drop down menu;
    - AFSC is “92T0”
    - Duty Title is “Student Pilot Training.”
  - **If it is not correct after 30 days of being at CAFB, talk to MPF.**

### **\_\_\_\_ / \_\_\_\_ myFSS - myFitness (AFFMS II Replacement)**

- **CURRENTLY AWAITING NEW FITNESS PROCEDURES FOLLOWING COVID RESTRICTIONS**
- Ensure information is correct in myFitness.
  - For problems contact 14FSS.FSVS.FAC@us.af.mil or (x2772)

## **IN-PROCESSING CHECKLIST**

\_\_\_\_ / \_\_\_\_ **DEFENSE TRAVEL SYSTEM (DTS) - Ensure you have completed Electronic In-processing**

### **1. New to DTS**

- a. Complete Self-Registration
  - i. Click “Log in to DTS”
  - ii. Enter SSN > Click Self Register
  - iii. Under “Administrative” tab > self registration
  - iv. Follow the tabs on top
    - 1. Start with “Basic Information”
    - 2. Fill out data as much as possible. Use .mil email.
      - a. Address: Current mailing
      - b. Closet Airport: 25 miles
      - c. Preferred Airport: GTR
      - d. Tech status: No
      - e. Air Crew Status: Yes
      - f. Service/Agency: USAF
      - g. Type: US
      - h. State: MS
      - i. Site: Columbus AFB
      - j. Select: 14 STUS
      - k. Accounting:
        - i. Personal account for direct deposit
      - l. Enter GTC information, if you have it
- b. If your email returns as “undeliverable,” contact Mrs. Bonni (x2613 or [bonni.senneff.1@us.af.mil](mailto:bonni.senneff.1@us.af.mil))
  - i. Tell her you’ve submitted your self-registration for DTS but email failed to deliver

### **2. Existing DTS Account**

- a. Ensure you have been dropped from your previous Units DTS system
- b. Click User Profile Name (Upper Right Corner)
  - i. Update information (see above)
  - ii. Verify existing information is correct
- c. See Mrs. Bonnie to be received into the 14<sup>th</sup> STUS DTS

### **3. Verify Registration**

- a. Call Mrs. Bonni (662) 434-2613 to tell her you have completed instructions
- b. Once you have received your GTC
  - i. Activate your card
  - ii. Google search “Citi Commerical” and create an account

## IN-PROCESSING CHECKLIST

### Part 4: Pre-IFT Tasks (IFT Out-Processing):

The steps in this section are not required for individuals who have their PPL.

#### RESTRICTION OF MOVEMENT (ROM):

\_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ (Class Start Date)

IFT currently requires a Restriction of Movement 14 (calendar) days prior to your Class Start Date (CSD). The following items should be complete before you start the ROM.

| DO   | DONT   |
|--|--|
| <ul style="list-style-type: none"><li>• Run Outdoors</li><li>• Do Laundry</li><li>• Workout, use home workout apps or other home works to stay fit</li></ul> | <ul style="list-style-type: none"><li>• Run Outdoors with friends</li><li>• Do Laundry with Other people</li><li>• Workout with other people</li></ul> |
| <ul style="list-style-type: none"><li>• Study</li><li>• Wash Your Hands</li><li>• Play Videos Games</li></ul>  | <ul style="list-style-type: none"><li>• Go to Any Base Agency</li><li>• Go to the Grocery Store , BX or Commissary</li></ul>                           |
| <ul style="list-style-type: none"><li>• Read a Book</li><li>• Call your Family to make sure they are ok</li><li>• Drive Thrus</li></ul>                      | <ul style="list-style-type: none"><li>• Go to the Drive Thrus with Friends</li><li>• CAI LAB</li><li>• Hanging out with other people</li></ul>         |

- Ensure you have any items or groceries you will need during this time.
  - You may use any no-contact services for grocery / food.
- Travel days ARE considered part of this timeline.
  - You do not need to ROM on return from IFT unless you are symptomatic.
- If you need something from high traffic areas, utilize your peers (via the Casual GroupMe).
  - Chain of Command should be used only when necessary.

## IN-PROCESSING CHECKLIST

### Important Info

- If your PFA expires while at IFT, you must retest before leaving
  - Speak with the TMs
- If you complete IFT early or late AND need an amended flight
  - Contact the CAFB CTO @ 662-434-2669 or 855-324-7648 to reschedule
- Leave enroute to/from IFT will only be approved on a case-by-case basis
  - Speak with the TMs before 30 days out

### Medical:

\_\_\_\_ / \_\_\_\_ **Med Group (Bldg 1100):** Cannot receive until 3 working days of your departure

- ☐ Medical Records - Ensure DD Form 2808 or SF 88 is complete and accurate
- ☐ Optometry - Verify you have no discrepancies
  - Failing to do so may get you sent back to Columbus.

### Equipment:

\_\_\_\_ / \_\_\_\_ **IEU (Individual Equipment Unit) (Bldg 158): Equipment Issue** (See Map)

- ☐ **20 working days before IFT and/or SUPT**, report to the Transition Office
- ☐ Take it to the IEU representative and try on each article of clothing to ensure proper fit
  - *You will not receive more equipment than required and it cannot be returned after you have accepted it. Even if they're the same size, try on both flight suits.*
- ☐ Return IEU Receipt to Mrs. Bonnie

\_\_\_\_ / \_\_\_\_ **Military Uniform**

- ☐ Ensure you have enough ranks, name patches, AETC patches, and American flag patches for your flight suit(s) and jacket
- ☐ Highly recommend purchasing a knee board and a **logbook**.
  - Start logging your hours in the logbook, it will be used toward future certs/ratings. **Log every hour you fly** because it will follow you in your career.
  - DOSS Aviation does have knee boards / logbooks available for purchase, but they are more expensive.

\_\_\_\_ / \_\_\_\_ **Alterations**

- ☐ Get ranks and Velcro sewn onto all flight suits and jacket
  - Rank insignia for flight suits has a dark green background.
  - Marilou's and Ducks are popular alterations shops, both outside of the South Gate. They know exactly what you need and how to sew it on.

## IN-PROCESSING CHECKLIST

### Student Pilot Certification (SPC) Application:

\_\_\_\_ / \_\_\_\_ **FAA Student Pilot Certificate (SPC) Application – REQUIRED FOR IFT**

If you already have your SPC, skip this task.

- *Have your FAA Class III Medical Certificate information and your log book (prior flight hours) ready before you start the application.*
- 1. Go to <https://iacra.faa.gov/IACRA/Default.aspx>
- 2. Select “Register for New Account”
  - a. Check “Applicant” and agree to the Terms of Service
  - b. skip “Airman Certificate Number”
  - c. Enter Personal Information, Citizenship, Place of Birth, and Address.
    - i. SSN select “DO NOT USE”.
  - d. Enter Security Questions, User Name/Password > Register

**3. Record your FTN and Username and bring with you to IFT**

FTN: \_\_\_\_\_  
Username: \_\_\_\_\_  
Password: \_\_\_\_\_

- 4. Link at bottom, log in to IACRA (Integrated Airman Certification and Rating Application)
  - a. Agree to the terms of service
- 5. Click “Start New Application”
  - a. Application Type – Select Pilot
  - b. Pilot Certifications – Select Student Pilot
- 6. Click “Start Application”
  - a. Verify personal info
  - b. Mailing address is current residence
  - c. Are you applying for a Glider, Balloon, or Sport rating? > No
  - d. Supplemental Data
    - i. Reference FAA Class 3 physical or military medical examination
  - e. Do you hold a Medical Certificate? > Yes
  - f. Select the certificate type - Choose “Military” or “FAA” (*select FAA only if class 3 is already accomplished*)
  - g. Certificate Class
    - i. If Military, leave blank
    - ii. If FAA, choose “Class III”
      - 1. Enter the Examiner’s name – *only applicable if you have a class III*
  - h. Answer the questions at the bottom
  - i. Aeronautical Experience – Enter in any flight experience you have
  - j. Click next and review your information
  - k. Submit

## IN-PROCESSING CHECKLIST

### Electronic:

\_\_\_\_ / \_\_\_\_ **IFT RIP Signed & Returned \*\*\*\*\***

\_\_\_\_ / \_\_\_\_ **Submit DTS Authorization to approving official**

- Mrs. Bonni will send you a powerpoint as it gets closer to your IFT date.
  - If you don't receive it sooner than 10 days before training, see her in person.
  - Feel free to share the powerpoint
- Submitting an authorization is how you get your approved orders to attend IFT.

\_\_\_\_ / \_\_\_\_ **Print DTS Orders** (From main DTS page, click Official Travel>Authorizations/Orders)

- See Powerpoint that is sent to you for printing instructions.

\_\_\_\_ / \_\_\_\_ **4392 Signed and Approved**

- ☐ Complete an IFT 4392 and email it to [14STUS.Transition.Flight@us.af.mil](mailto:14STUS.Transition.Flight@us.af.mil)
  - Itinerary trip **TO AND FROM**
    - Flight numbers
    - Hotel addresses (if available)

\_\_\_\_ / \_\_\_\_ **Register for IFT**

- ☐ Visit <https://www.cae.com/defence-security/what-we-do/training-centres/usaf-initial-flight-training-ift>
  - Follow Link on homepage to complete "Travel Itinerary Form"
  - Under "Brochures" view the "Initial Flight Training (IFT) Pre-Arrival Guide" PDF and follow Instructions within

### Returning from IFT:

\_\_\_\_ / \_\_\_\_ **Complete Travel Risk Assessment Tool (T-RAT)**

1. Call TMs

\_\_\_\_ / \_\_\_\_ **Complete DTS Voucher – SCAN, ATTACH, and SUBMIT**

1. IFT Certificate
2. TDY-to-school email
3. Airline receipts (or constructed travel worksheet)

\_\_\_\_ / \_\_\_\_ **Go to Student Registrar**

1. Update information regarding IFT flying hours.
  - a. Bring your logbook (do not call IFT to figure out your hours)

## IN-PROCESSING CHECKLIST

### Part 5: Pre-UPT Information

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**\*\*\*If you struggled with air sickness at IFT, please notify Capt Luna immediately to discuss methods to mitigate symptoms prior to starting UPT.\*\*\***

#### 30 Days prior to SUPT start date:

- You may resign from your Casual Job (inform supervisor)
  - Use this time to ensure any last minute items are addressed
  - Verify your Individual Medical Rediness (IMR) record is all “green”
    - Ensure you are not on DNIF (Does Not Include Flying) Status
- This is your last chance to take leave before UPT
- Expect to be contacted by your Class Senior Ranking Officer (SRO)
  - Or Class Flight Commander (CFC)

#### “10 Days Out” from SUPT start date:

- **10 DUTY DAYS** (not weekends)
- You are no longer supervised by the Transition Flight
  - **LEAVE WITHIN 10 DAYS OUT WILL NOT BE APPROVED BY TRANSITION FLIGHT**
  - Any and all questions / requests are directed to your class SRO or CFC

**GOOD LUCK!**

## IN-PROCESSING CHECKLIST

### Part 6: FAQs, Maps, and Additional Documents:

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- **What obligations do I have as a Casual Student?**
  - Complete your checklist
  - Respond to any and all messages that pertain to you on GroupMe.
  - Meet all accountability requirements or meetings.
    - **For meetings, you must be present even if you have a casual job**, unless you have previously coordinated with Capt Luna / Capt Laska.
    - If you will miss the meeting, notify TM's the Friday before.
  - You must contact Capt Luna ASAP if you have **ANY** involvement with law enforcement officials (civilian or military) or you see a civilian doctor or licensed physician, even on the weekend.
- **Who is my commander?**
  - Your flight commander is Capt Gerald Luna.
  - The grad flight commander is Capt Joseph Hall.
  - The Squadron Commander is Lt. Col Courtland Stanley.
- **How far can I drive in one day?**
  - If you are working a full day: 250 miles / 4 hours
  - Half day: 400 miles / 6 hours
  - No Work: 600 miles / 10 hours
- **When / How do I have to take leave?**
  - Local Pass – Overnight stay within 4 hours
    1. 4392 to TMs
  - Pass with ADO Approval – Overnight stay within 4 - 6 Hours
    1. 4392 to TMs
    2. Update Transition Casual Pass/Leave
      - a. GroupMe > Casual Chat Icon > Settings > Edit Group > Topic
      - b. Await ADO approval
  - Leave – Travel on a Duty day or driving +6 hours
    1. 4392 to TMs
    2. Update Casual Pass/Leave Document
    3. Submit Request on LeaveWeb
      - a. Attach signed 4392
      - b. Await authorization number and ensure ADO Approval
    4. Guard / Reserve through unit procedures. Provide TMs copy of documentation
- **Where are the AF Form 4392's?**
  - There is one in your electronic in-processing email. The TMs can send you another copy

- **Do you have the number for....?**
  - The base operator's number is x1110. That is the number to call for base references. See the Visitor's Center to pick up a base guide phone directory.
- **Can I see Capt Luna?**
  - Usually, but speak with a Transition Manager first.
- **Do you have a package for me?**
  - We will contact you via GroupMe if we receive mail in your name. Please retrieve your mail promptly. However, most packages will be sent over to the UOQ.
- **What is a RIP?**
  - Report on Individual Personnel (RIP). This is an official document stating that you will attend training.
- **What do I do with my RIP?**
  - Follow the set of instructions that were sent with your RIP.
  - You will then be emailed your TDY-To-School email, which allows you to complete your DTS.
- **Should I burn all my leave/go in the hole before I start UPT?**
  - 'Going in the hole' is taking more leave than you have (up to 4 days).
  - This is reserved only for special cases and must be approved by the 14 STUS Commander.
- **Can I take leave outside the continental United States (OCONUS)?**
  - Yes, but you need to start your leave request 30+ days out. The process to get this approved can be lengthy. Come to the Transition Office to get this started.
- **What do I do if I can't get on the SharePoint, e-mail, or log on to the government computers?**
  - Tell the TMs.
- **Who do I contact if I cannot log into DTS when on a computer that is DTS enabled?**
  - Come see Ms. Bonnie in the Transition Office.
- **Where can I make copies of something?**
  - "The Print Shop" upstairs in the MSG building
- **How long do I have to sign in with the Transition Office?**
  - Until you are 10 working days out from your UPT class start date.
    - You **must** attend any Monday Meetings or sign in, even if you have a casual job.
- **What uniforms do I wear during the week?**
  - The Uniform of the Day (UoD) for casuals is OCPs, unless otherwise instructed.
  - 10 Days Out from SUPT you will wear short sleeve blues or as directed by your CFC.
- **Useful Link** <https://usaf.dps.mil/sites/13817/14FTW/WSA/Comptrollers/FOF/SitePages/Home.aspx>

## IN-PROCESSING CHECKLIST

### **SAMPLE RESERVE ORDER – BRING THIS TO EDUCATION BRIEFING**

RESERVE OF THE AIR FORCE APPOINTMENT  
AIR FORCE ROTC DETACHMENT 835 (AETC)  
UNIVERSITY OF NORTH TEXAS, DENTON TX 76203-5017

RESERVE ORDER  
C-002

16 May 16

TO: 2D LT [REDACTED]  
[REDACTED]  
[REDACTED]

1. By direction of the President, the Air Force appoints [REDACTED],  
[REDACTED], as a Reserve of the Air Force in the grade of 2d Lt.

a. Date of Birth: [REDACTED]

b. Permanent Residence: [REDACTED]

c. Primary AFSC: 92T0

d. Date of Appointment: 16 May 2016

e. Date of enlistment in Air Force Reserve (ORS): 21 Mar 2013

2. Member is assigned to HQ ARPC Denver, CO effective 16 May 16, TYSD: 16 May 16, PDS: 16 May 16, TFCSD: 16 May 16. Source of Commission: ROTC Code S. Authority AFI 36-2011.

3. Member is relieved from assignment to HQ ARPC (ORS) and Honorably Discharged from USAFR enlisted status, enlisted grade E-1, effective the day proceeding acceptance of commission. Authority AFI 36-3209.

BY ORDER OF THE SECRETARY OF THE AIR FORCE



JODY A. ADDISON, Lt Col, USAF  
Commander, AFROTC Det 835

DISTRIBUTION  
1 - AFPC/DPSIP  
1 - Individual  
1 - UPRG

C-002

## IN-PROCESSING CHECKLIST



### **DEPARTMENT OF THE AIR FORCE HEADQUARTERS 14TH FLYING TRAINING WING COLUMBUS AIR FORCE BASE MISSISSIPPI**

MEMORANDUM FOR ARRIVING SUPT STUDENTS

27 August 2020

FROM: 14 STUS/CC

**SUBJECT: SUPT Welcome Letter**

1. Congratulations on your assignment to Columbus AFB for Specialized Undergraduate Pilot Training (SUPT). I hope you are ready for one of the most challenging, rewarding, and memorable years of your life. If you are married, this will be a challenging year for your spouse as well. Please arm them for success by sharing their contact information with us upon your arrival so we can integrate them into the spouse's network. The 14th Student Squadron (STUS) will be your home for your entire stay here at Columbus AFB. You and our staff make up the 14th STUS team. We work together so you can earn your Air Force Wings!
2. There are three parts to our 14th STUS mission. You own the first part. You are expected to be Air Force Core Value driven. This means to exhibit integrity, service, and excellence in every situation. You are expected to be a servant leader who is proactive, works hard, is disciplined, and takes honorable action to strengthen our nation. Your greatest opportunity for success is realized as you keep faith with your fellow Airmen and family, solidify your personal faith, and give 100% effort. It will require your best effort. Our permanent party owns the second and third parts. We will provide superior academic and simulator training to build your foundation as a pilot. We will also provide seamless world-class pilot production support and will do our best to help you and your family succeed.
3. Inprocessing for SUPT begins at the 14th Student Squadron Transition Manager's (TM) Office, which is located in Building 268, Room 102. Direct any questions you may have to the TM Office which can be reached at DSN 742-7618 or Commercial (662) 434-7618. Your report no-later-than date (RNLTD) should be no less than ten duty days prior to your class start date. On the first duty day after your arrival at Columbus AFB, report to the TM Office in ABUs/OCPs or blues to receive your in-processing briefing, checklist, base map, and other pertinent information. If you arrive after duty hours, report in at billeting and return to the TM Office no later than 1000 the next duty day.
4. Due to the high turn-over of students at Columbus AFB, housing priorities are constantly in flux. It is recommended that you call ahead and reserve up to 30 days of billeting at the Magnolia Inn (662-434-2548). This will help ensure that you have a place to stay on base while awaiting your Unaccompanied Officers' Quarters (UOQ) or base housing (ext. 5771 or 8213), as appropriate. If you show up without a reservation, it is possible you could end up in a hotel for an extended period of time while awaiting permanent housing or a UOQ. Unaccompanied/Single officers should contact the UOQ manager (662-434-7278).
5. Be in shape. You are expected to keep your Physical Fitness Assessment (PFA) current during every Phase of training. It is your responsibility to know when you need to test and to get it accomplished. Physical fitness is vital to your ability to complete the SUPT program and a passing PFA score is required to begin flight line operations *and to graduate*.
6. Depending on the length of time between your arrival and Initial Flight Training (IFT) or SUPT start date, you may be on casual status. While on casual status, you will support the wing by augmenting critically manned positions. This is a valuable opportunity to learn about operational/support roles in the Air Force and to broaden your appreciation of the team behind the flying operation. Expect to work normal duty hours during this timeframe.
7. Be ready – physically, mentally, spiritually. In order to complete the program, you will need to be completely committed to the Air Force's Core Values and to your flight training. It will not be an easy process, but at the end of training you will be extremely proud of your accomplishments. We look forward to helping you earn your wings!

COURTLAND W. STANLEY, Lt Col, USAF  
Commander, 14th Student Squadron

## IN-PROCESSING CHECKLIST



### **DEPARTMENT OF THE AIR FORCE HEADQUARTERS 14TH FLYING TRAINING WING COLUMBUS AIR FORCE BASE MISSISSIPPI**

MEMORANDUM FOR RECORD

19 March 2020

FROM: 14 STUS/CC

**SUBJECT: Standard for Integrity**

1. Undergraduate Flight Training's purpose is to develop the skills, habits, and traits that will ensure success as aircrew for the duration of an individual's career. We maintain a challenging training environment that expands an individual's knowledge and skill. Compromise of academic integrity denies the ability to accurately assess an individual's training and performance. This document defines acceptable academic practices for all UFT courses conducted in AETC and defines prohibited behavior. Failure to observe prohibitions and mandatory provisions of these standards by military personnel is a violation of Articles 92 and/or 134, Uniform Code of Military Justice (UCMJ). Following are expectations of academic integrity derived from AETCI 36-2909, AETC Training Standards of Conduct.
2. Academic Integrity is an uncompromising adherence to a code of ethics, morality, conduct, scholarship, academic standards, and other values related to academic activity. Academic and flightline tests ensure that UFT students possess and retain at least the minimum acceptable knowledge to continue in training.
3. You are encouraged to study with members of your class as well as members of other classes. However, once a student has taken a test, they are prohibited from disclosing what questions and/or answers appeared on that test. Using knowledge of the test to create or refine study materials for the use of other students is prohibited.
4. Your primary study material is source material: official publications, regulations, instructions, local policy, and instructor-provided study guides. Source materials are continuously updated to maintain currency and accuracy. Non-source study materials obtained from another student or online sources are not updated for accuracy or currency and are to be used at your own risk. Use of source material obtained online ( other than official USAF websites) is discouraged.
5. If you create study materials you have the right to retain them for personal use. You are also encouraged to share the materials with your classmates and other students. If you choose to share material you have created, you should label it with your name, class number, and the date it was last edited to authenticate the document's validity and origin. Material created with knowledge of the test that reveals actual or reworded questions or answers is prohibited. Any suspicious materials you encounter must be presented to your Class Flight Commander for approval prior to using; this shows your intent to be honest and preserve test integrity.
6. You are responsible for the physical and electronic information that is in your possession. Possession extends to computer systems, portable electronic devices, e-mail accounts, websites, and other forms of social media that are maintained by you. If your class maintains study materials on shared government systems, all individuals with access to class-specific file folders have a shared responsibility to ensure that the information contained within these folders conform to this academic integrity policy.
7. Cheating is the act of intentionally providing and/or receiving improper assistance on academic assignments, examinations, or research efforts. Examples include, but are not limited to: plagiarism; misrepresentation; gaining unauthorized access to faculty materials that have not been released for student use; copying answers from another's work; using unauthorized texts, notes, materials, or other references for examinations or other assigned work; knowingly permitting another student to copy one's writing assignments, speeches or briefing materials, or answers from an examination paper.

## **IN-PROCESSING CHECKLIST**

8. While taking a test you will not collaborate with anyone in any way, verbally, non-verbally, or electronically. You will not make any effort to learn another student's answers. Do not bring documents, notes, or study materials of any kind into the testing room unless provided by or specifically approved by your test proctor. Collaboration or having access to study materials during a test is considered cheating.

9. The 14 OG has published guidance and expectations on alcohol consumption while on/off duty. This guidance is in addition to AETCI 36-2909 and will be complied with while stationed at CAFB. If a trainee is TDY (IFT/Centrifuge/SERE) and has not officially PCS'd out of CAFB, this guidance applies.

10. I certify the following: That I understand and will abide by the provisions of this UFT Academic Integrity Standards. If I have questions related to the application of the provisions of this document I am obligated to discuss them with my Class Flight Commander. Failure to abide by this document may result in actions including removal from UFT and/or punishment under the UCMJ. The provisions within this document are applicable to all AETC UFT courses of study.

11. If you have any questions, contact the STUS/DO at DSN 742-7685.

COURTLAND W. STANLEY, Lt Col, USAF  
Commander, 14th Student Squadron

## IN-PROCESSING CHECKLIST



### **DEPARTMENT OF THE AIR FORCE HEADQUARTERS 14TH FLYING TRAINING WING COLUMBUS AIR FORCE BASE MISSISSIPPI**

MEMORANDUM FOR 14TH OPERATIONS GROUP

24 August 2020

FROM: 14 OG/CC

**SUBJECT: Operations Group Alcohol Policy**

1. All members assigned to the 14th Operations Group are expected to maintain professional relationships consistent with the Air Force Core Values: Integrity First, Service Before Self, and Excellence In All We Do. These relationships are essential to the effective operation of all organizations, both military and civil. Instructors have the unique opportunity to mentor and train the future pilots of the Air Force. As the group commander, I do not take this responsibility lightly. Specifically, instructor pilots, wingmen, students, and civilians will adhere to AFI 36-2909 and the AETCI 36-2909 19 AF Supplement.

2. Particular care must be given when considering activities in which alcohol is to be available or consumed. Squadron commanders will ensure expectations are clearly spelled out to ensure all participants understand the limits of AFI 36-2909 and higher-level authorities, and that instructors and students will maintain professional interactions. As leaders, we all share a responsibility to make sure that the use of alcohol never undermines the professional relationships that provide the foundation of our AETC training mission. Therefore, all members assigned to the 14th Operations Group are subject to the following restrictions in regards to alcohol consumption:

- a. There will be zero tolerance for underage drinking.
- b. Flight commanders will ensure all IPs and/or students have a DD plan prior to alcohol consumption events.
- c. Alcohol will not be consumed in any of the squadron flight rooms.
- d. Alcoholic beverages, with the exception of "solo bottles," will not be stored in the flight rooms.
- e. Solo bottles are not required, nor should they be expected or demanded by IPs. Solo bottles, if presented, may be displayed in a tasteful manner in flight rooms at the discretion of the squadron commander.
- f. Students may drink alcohol in the squadron bar at the discretion of the squadron commander.

3. IAW AFI 36-2909 and the AETCI 36-2909 19 AF Supplement section 3.3, organized flight activities and social events are a method to promote class unity, foster esprit de corps, cultivate Airmen, connect, increase knowledge of MWSs, and learn from the experiences of other aviators. Flight commanders will normally supervise the event and must brief the squadron commander on the event details (times, location, participants, and assigned supervisor of activities) as well as a DD and wingman plan.

- a. The supervisor of activities will brief RO Es at the outset of the event to include all of the above-mentioned items.
- b. Flight commanders will also ensure that there is no punitive or pressured drinking, and that non-alcoholic beverages are available.
- c. There will be no student "naming parties."

4. The intent of student cross-country missions is safe, effective student training. All IPs are expected to lead by example for the entire mission, both in the aircraft and on the ground. Mentoring and social activities (e.g., dinners) during cross-country training missions are encouraged. Excessive alcohol consumption is NOT the intent of cross-country missions. IPs and students are expected to act like professional military officers IAW AFI 36-2909 and the AETCI 36-2909 19 AF Supplement section 3.3. IPs will clearly explain and ensure compliance with the alcohol consumption restrictions in AFI 11-202V3.

COURTLAND W. STANLEY, Lt Col, USAF  
Commander, 14th Student Squadron

## IN-PROCESSING CHECKLIST



### Types of Leave



- **Ordinary:** You will use ordinary leave in most scenarios: paid leave taken for personal reasons, including family vacations, family care, errands, or any other purpose.
- **Rest and Recuperation:** For members in a designated hostile-fire or imminent-danger pay area when military necessity restricts the annual leave program and the use of ordinary leave.
- **Emergency:** For personal or family emergencies involving the immediate family and may be approved in initial periods of no more than 30 days and extensions for no more than 30 days.

### Types of Leave (cont.)



- **Convalescent:** Non-chargeable absence authorized for minimum time needed to meet medical needs for recuperation. Based on MTF recommendation or physician. (Maternal/Paternal fits in this category)
- **Special:** Taken when deployments or assignments to a hostile-fire or imminent-danger pay area prohibit members from using leave.
- **Terminal:** chargeable leave taken in conjunction with retirement or separation from active duty. Member's last day of leave coincides with the last day of active duty.
- **Permissive:** Taken in conjunction with permissive TDY. (Need SQ/CC approval)



### Requesting CONUS Leave



- **Type:** Select applicable leave type
- **Upload:** AF Form 4392, Pre-Departure Safety Briefing (members 26 years or younger)
- **Leave Area:** CONUS
- **Leave Status:** Exact time/date you are departing the local area
- **First Day/ Last Day:** Leave must begin and end in the local area, request leave accordingly
- **Return Date:** Day you are "ready for duty" (day after "Last Day")
  - Ref AFI36-3003 p.17 for determining chargeable leave

### Requesting OCONUS Leave



- OCONUS required documents (all other steps are the same):
  - 14 FTW OCONUS Leave Checklist (contact Mr. Darrell Nope on Slack)
  - Emergency Action Plan with Google Map of lodging
  - Screenshot of STEP Registration
  - Screenshot of Country/Theater Clearance (if required)
  - APACS screenshot
  - ISOPREP screenshot (If applicable)
  - SERE certificate (if required)
  - AF Form 4392 (Completed and Signed by your class flight commander or a Transition Manager in the Transition Office)
  - AF 988 (Guard and Reserve Only)
  - Check travel restrictions prior to submitting leave (ex: COVID protocols)



### COVID Guidance



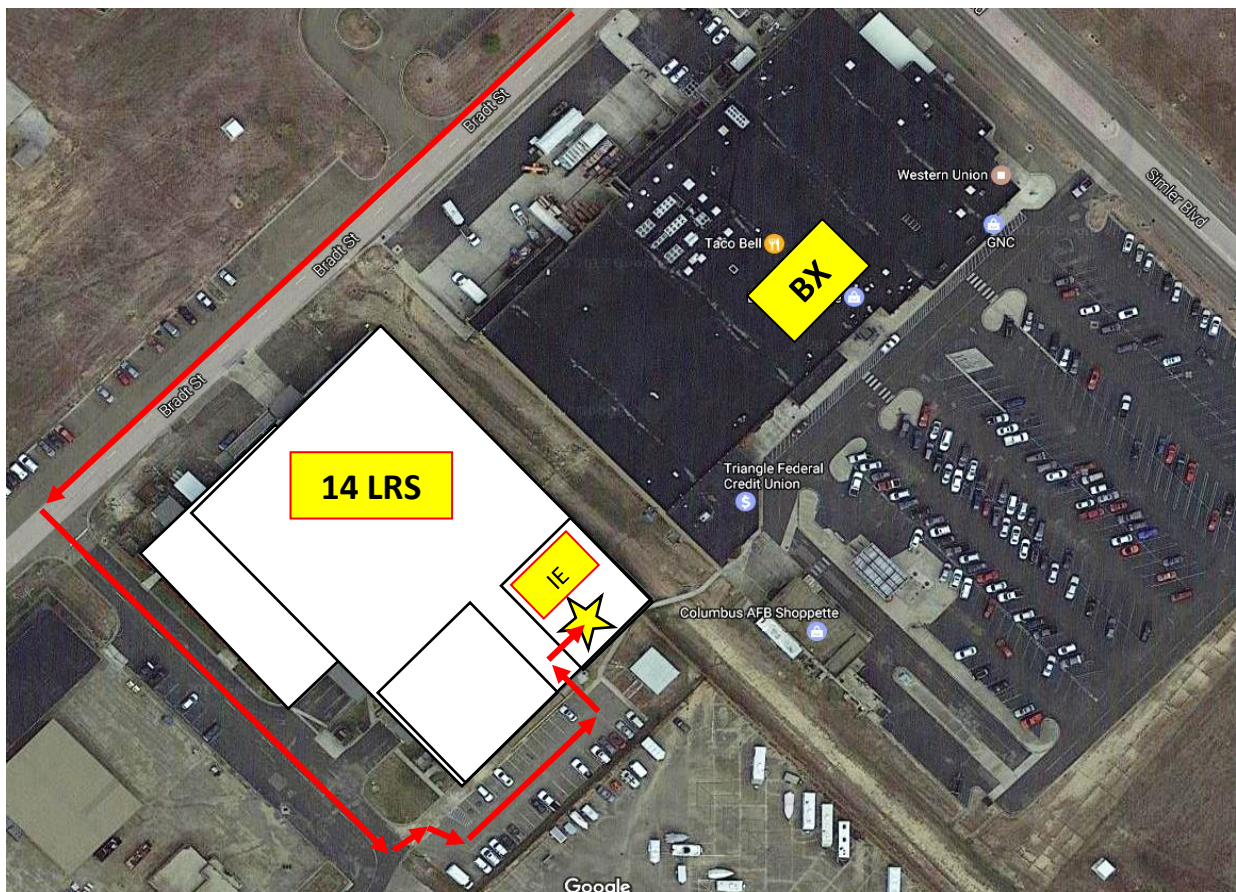
- **Make sure to check local guidance and state entry requirements before travel.**
- **Consider training dates/casual job that could conflict with potential 2 week ROM**
- **Check Community Profile Report for hotspot data**
- **Submit information on Pass/Leave Google Doc**
  - [https://docs.google.com/spreadsheets/d/12xFM3V0yD4umlAIQpWcfjk1h\\_bZ7\\_V85hZLKWWZKP6A/edit#gid=0](https://docs.google.com/spreadsheets/d/12xFM3V0yD4umlAIQpWcfjk1h_bZ7_V85hZLKWWZKP6A/edit#gid=0)
- **Submit leave NLT 14 days out/ NET 45 days out**
  - Passes NLT 7 days out

## IN-PROCESSING CHECKLIST



Crossed out areas are reserved for IP's and permanent party. DO NOT park there.

Map to Individual Equipment Issue – Open 0730-1530, 434-7215/7212



[illegible]